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Security, perhaps less than any other subject, can and should be treated
in a separate lecture. Obviously, the need in C.I.A. is the development of a
thorough-going <u>security</u>-consciousness. This is not achieved by means of a
lecture or a briefing; it is attained only by a continuing awareness of the
problem on the part of each and every member of this organization.

Indoctrination, however, serves a useful purpose in introducing new
members to certain problems inherent in the security program, and reemphasizing
to old employees the necessity for a constant awareness of the importance of
security.

We have a Security Manual, which you will find in your B-Kits. Unfortunate-
ly, some of the material included therein is obsolescent and obsolete. The
Security Office is now engaged in the drafting of a new manual. Also there are
parts of this manual which are highly technical, and for which you will not be
held accountable in terms of our testing program. You will be examined on some of
the contents. The Basic Intelligence test will include questions drawn from the
Manual, as well as from the lectures pertaining to security. We would like you to

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Security, for purposes of analysis, may be divided into the following
categories: Physical, Operational, Administrative, Security of Information,
and Personal. Obviously, these categories overlap to a considerable extent.

<u>Physical Security</u> is achieved largely through mechanical means: fences,
guards, three-way safe-file cabinets, identification cards, restricted areas, etc.
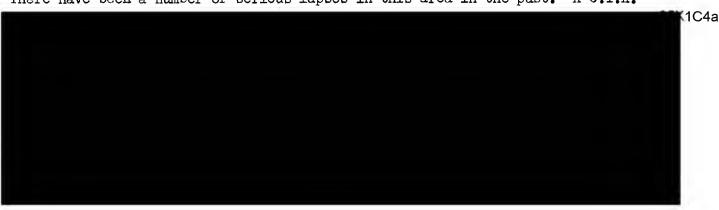This is usually not the area where compromise takes place. Many safes are found

open and even though violations are registered, serious compromises usually do not result. Since there are a series of devices which a penetration agent must circumvent, the possibilities of serious compromise are drastically reduced.

Operational Security is special to the covert side. Operational Security involves: protection of clandestine sources of information; protection of our targets and the methods by which these targets are exploited; protection of information concerning other security services; protection of operational sites, particularly overseas; and protection of covert personnel.

The device by which operational security is achieved is compartmentation. Compartmentation is the security screen through which information flows. The principle upon which compartmentation is founded is the "need to know" principle. Only those people "need to know" certain information in order to fulfill the requirements of their jobs. This involves a delicate balance between efficiency and security. If the screening is too tight, working efficiency is hampered. If the compartmentation is too loose, then, of course, security is weakened.

Administrative Security involves the protection of our support functions. There have been a number of serious lapses in this area in the past. A C.I.A.

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such flagrant security violations should be guarded against, especially by those of you who are engaged in the DD/A function.

The Security of Information is a category in which we are all very much

involved. The contents of a Secret/Noforn may be used in relation to our official

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duties; as such they should be vouchsafed to no one else, either within or or outside the Agency. This is, of course, easier said than done. It is extremely difficult to draw a sharp line between judgements independently arrived at, as a result of reading overt sources, and those formulated as a consequence of reading classified documents. It is very difficult to restrain oneself at a social affair at which a discussion of international affairs transpires. Such discussions are naturally commonplace in Washington. Yet we must be extremely careful to guard against revealing information which has not gained common currency. The problem is particularly acute for covert employees, because the revelation of extraordinary information might well identify the person as an employee of C.I.A.

It may sound axiomatic to state that no classified documents can be removed from C.I.A. buildings for home study. Although this is self-evident, such violations have been charged.

The last category is that of <u>Personal Security</u>. Most other elements of security overlap on personal security. Personal security involves where you work and what you do. Those of you who can admit to being C.I.A. personnel are encouraged to do so in order to provide a general cover for those who are expressly forbidden to do so. However, you are cautioned against making any such admission unless you have been expressly permitted to do so.

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another, each of us will be concerned with every one of them.

At this point we will discuss the security regulations specifically applying to this course. Each day a <u>room</u> <u>security</u> <u>officer</u> and <u>row</u> <u>security</u> <u>officers</u> are chosen. The <u>room</u> <u>security</u> <u>officer</u> will be responsible for the overall security of the Auditorium and adjacent rooms. His responsibility begins at 8:30 a.m. and ends at 5:15 p.m., or thereafter. He will receive a security check list from the course secretary. He will leave this with the guard at the end of the day. The names of the <u>room</u> <u>security officers</u> will be posted on the bulletin board. His duties are as follows:

1. Check and initial each safe at the end of the day. Also check and initial the vault on the left-hand side of the stage.

2. Check the tops of all desks.

3. Check the floors.

4. Check the wastebaskets. Here we encourage everyone to cooperate. Please do not throw any paper, aside from a paper napkin or tissues in the wastebasket. If there is a crumpled piece of paper in the basket, it means that the security officer must wade through a heap of coffee cups and old banana skins to determine whether or not the paper has writing on it.

5. Check the rostrum and the stage.

6. Check the washrooms to the rear of the auditorium and up the stairs to the left of the stage.

7. Erase all blackboards.

8. Remove all materials from bulletin boards; place such materials in your own safe.

9. Turn off the public address system and the fans.

10. Close the windows and draw the curtains.

11. If you leave the auditorium during noon-hour and the breaks, you must transfer your responsibility to someone else. This must be done in writing, the method of which you will find posted on the bulletin board in a model form.

The row security officers, a list of whom you also will find posted, will have the following duties:

1. Check the desk tops.

2. Check the waste baskets.

3. Close and initial your safe.

4. Check the floors.

5. Empty the classified waste from the burn kits, which you will find in your safe, into the burn bags at the rear of the Auditorium before 2:00 p.m.

6. Upon leaving the Auditorium during the lunch hour or the breaks, you will transfer your responsibility to someone in your row.

Individual responsibility, and here as well as elsewhere, this is basic to effective security, involves the following:

1. Check your desk area.

2. Check the floor beneath your desk.

3. Place your kit in the specified safe at the end of the day.

4. Check your desk drawer. We recommend removing all writing materials from the drawer, putting them in your kit, and then turning the drawer upside down, so as to preclude the possibility of leaving compromising material in it.

5. Also, if you use the rooms upstairs for individual study, you will be responsible for their security. Please notify the course secretary in the event that you choose to use one.

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In reference to classified trash, all written materials no longer of use to you should be shredded and deposited in the burn kits. In reference to the safes, when a safe is opened, the person who opens it should initial the check sheet. He should leave one drawer conspicuously open, and he should place an OPEN sign in the handle of the top drawer.

A word of caution should be given here concerning talking in the cafeteria and hallways. It is very natural to come out of a lecture thinking about (or we trust that that will be the case). The tendency of course is to discuss it. Neither the guards, the cafeteria personnel, nor many of the people who eat in the cafeteria are C.I.A. A considerable degree of caution must be exercised on this score. Suffice it to say that Security Office people also eat in the cafeteria and are quite likely to overhear indiscreet conversations.

I would like to call your attention to the fact that the classification of this course is Secret. This means that even though you may use Restricted materials, the fact that you use them in this connection has a significance which warrants the overall classification of Secret.

Finally we sincerely hope that each and every one of you is able to avoid a security violation. Attention to details of security will help immeasurably in enabling you to fulfill the security requirements of this Agency.

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